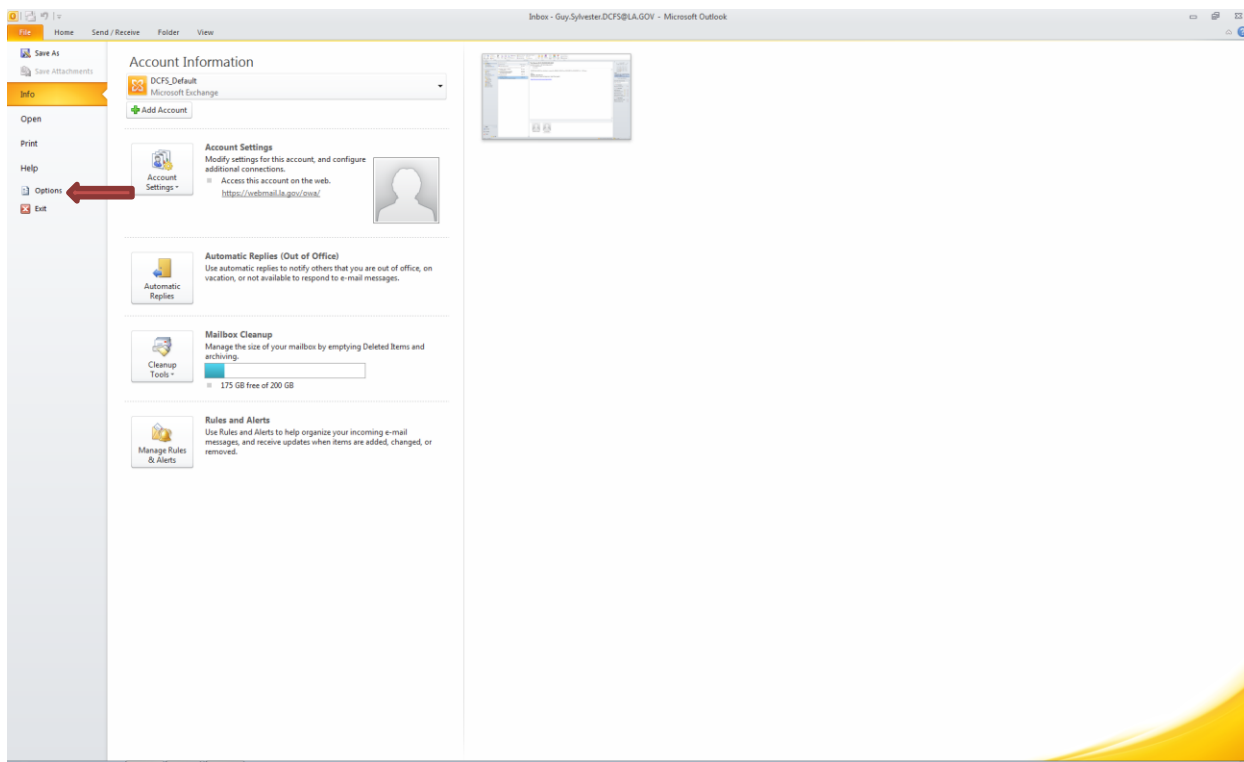
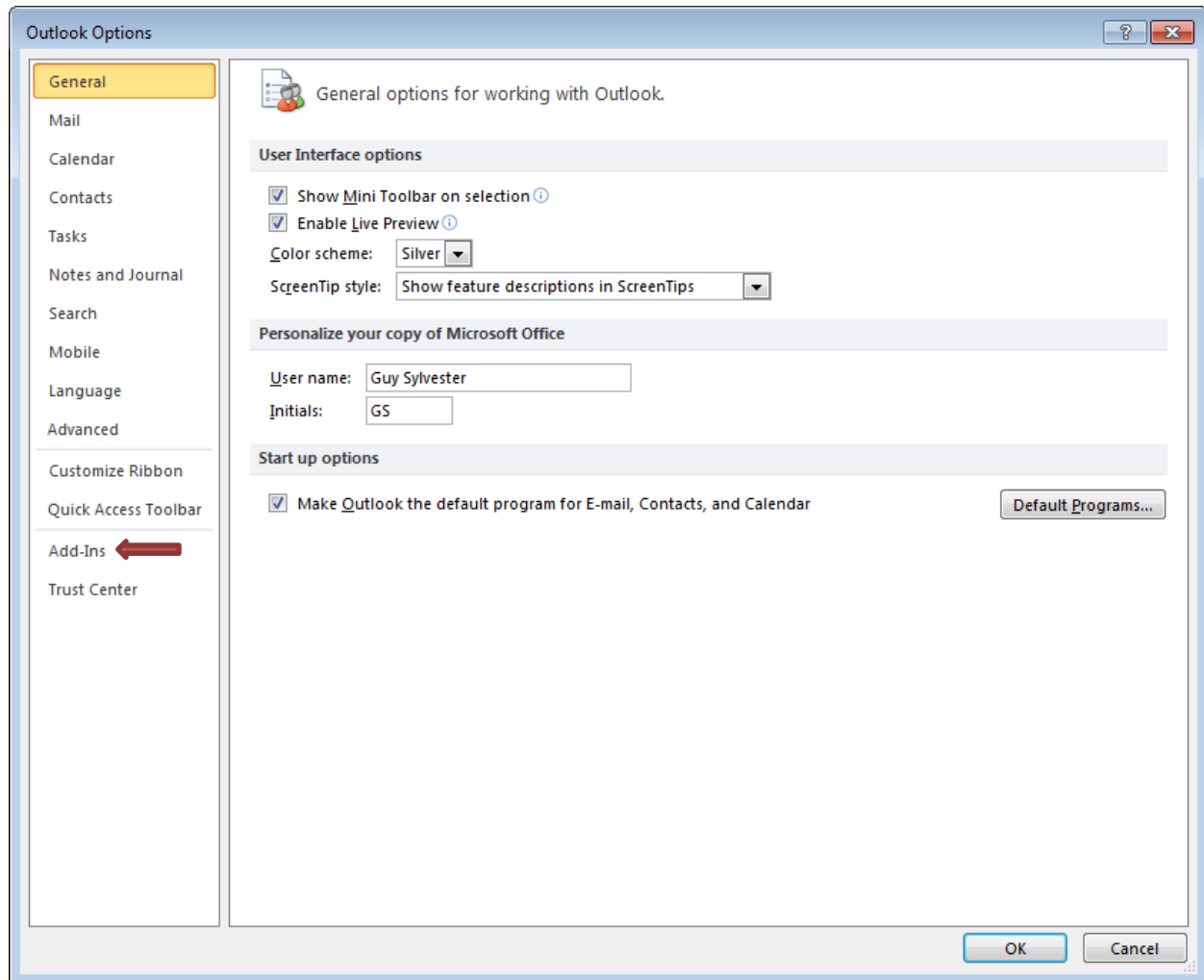


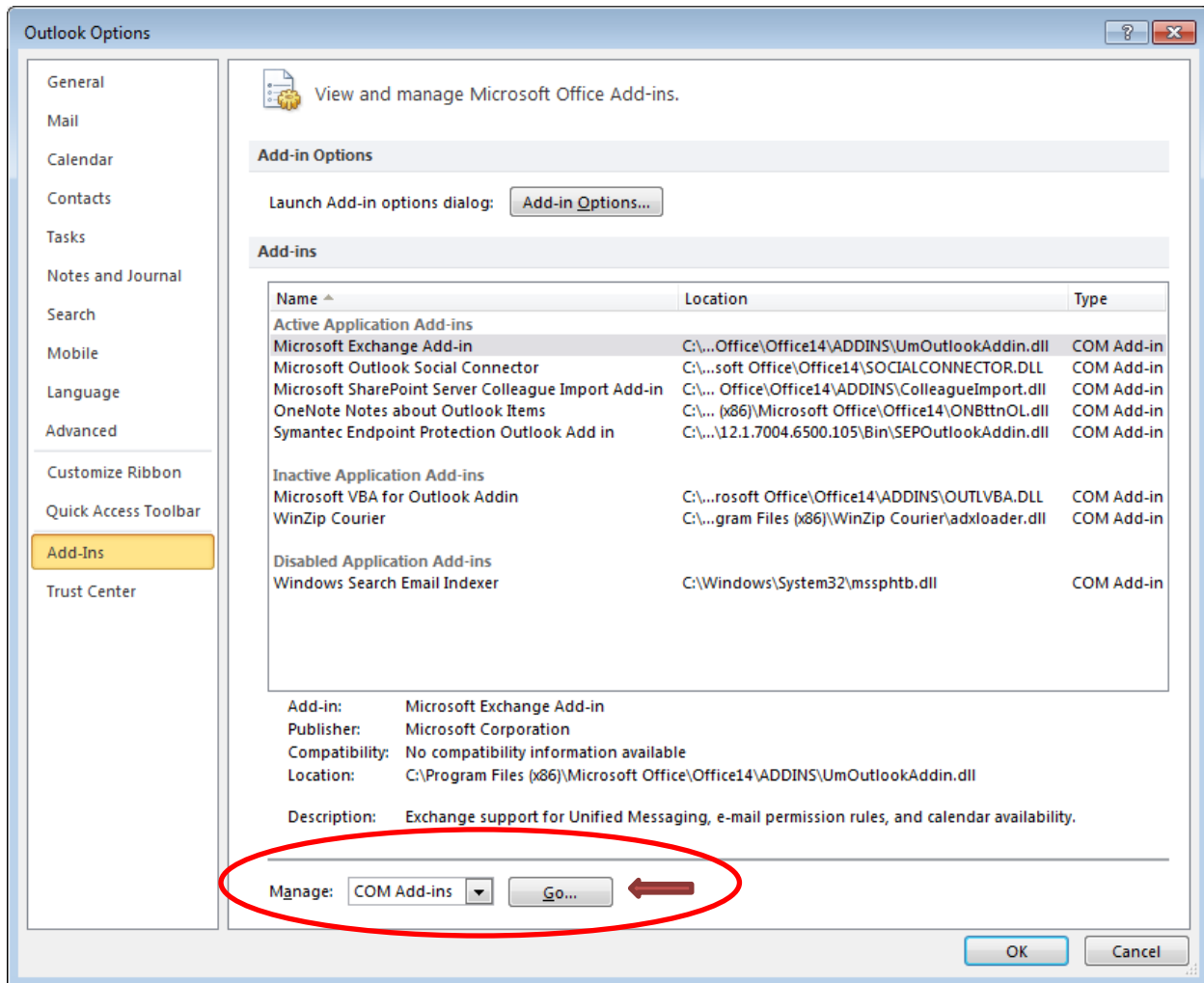
Step 1: Go to the file tab in Outlook and select “Options”



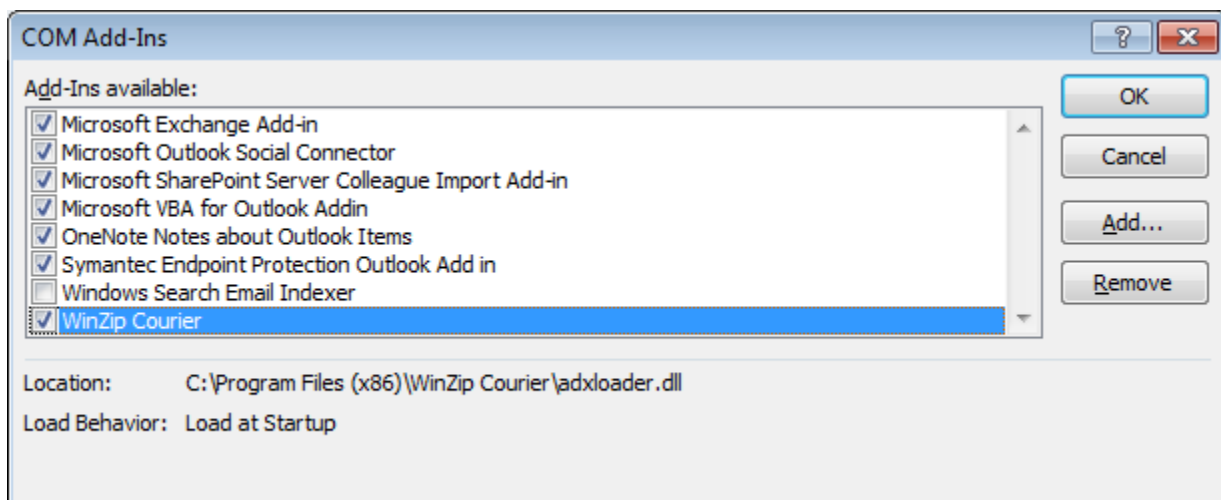
Step 2: In the pop-up window Click “Add-Ins”



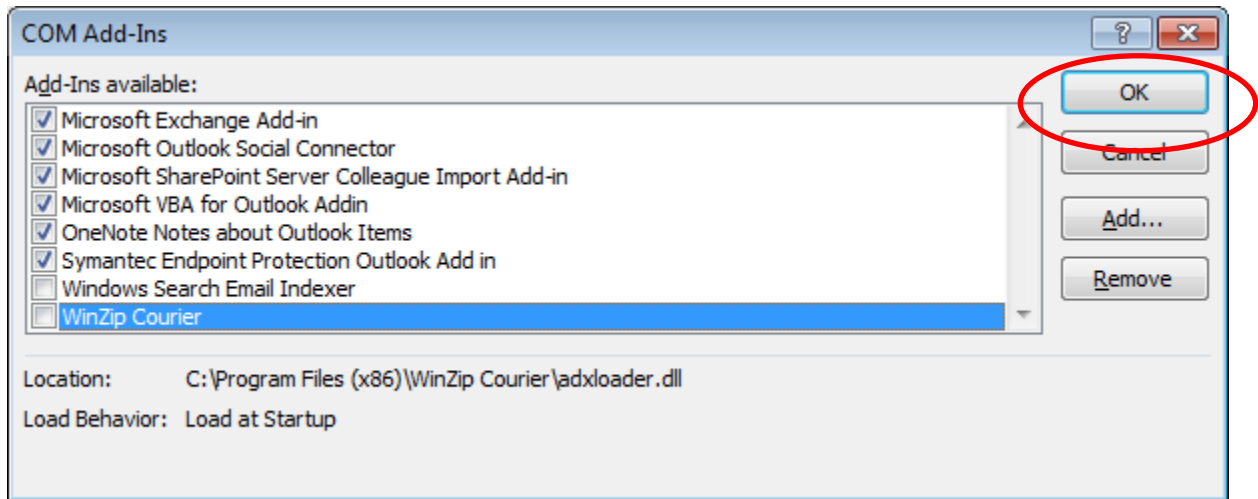
Step 3: From the Add-Ins screen, find “Manage COM Add-Ins and click “Go”



Step 4: Find the WinZip Courier Add-In and uncheck



Step 5: Click OK



You attachments will no longer be zipped when sending.